

CALIFORNIA DEPARTMENT OF EDUCATION **Please read instructions before completing report.**  
**FISCAL REPORT FOR MIGRANT SPECIAL SERVICES**

CDFS 9500-A Pg. 1 of 1 (06/04)

Mail completed report to:

CALIFORNIA DEPARTMENT OF EDUCATION  
**Child Development Fiscal Services**  
 1430 N Street, Suite 2213  
 Sacramento, CA 95814-5901

FULL NAME OF CONTRACTING AGENCY

ANALYST

**SECTION I - REVENUE**

	COLUMN A	COLUMN B	COLUMN C
	CUMULATIVE PRIOR PERIOD (Col. C Prior Report)	CURRENT PERIOD	CUMULATIVE FISCAL YEAR (Col. A + Col. B)
RESTRICTED PROGRAM INCOME Restricted income for operating costs	\$	\$	\$
Other <i>(specify)</i>			
SUBTOTAL			
INTEREST EARNED ON CHILD DEVELOPMENT CONTRACT PAYMENTS			
NON-RESTRICTED INCOME: Other <i>(specify)</i>			
TOTAL	\$	\$	\$

**SECTION II - EXPENSES**

	COLUMN A	COLUMN B	COLUMN C
	CUMULATIVE PRIOR PERIOD (Col. C Prior Report)	CURRENT PERIOD	CUMULATIVE FISCAL YEAR (Col. A + Col. B)
REIMBURSABLE EXPENSES			
1000 Certificated Salaries	\$	\$	\$
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
Indirect Costs (Rate: _____%; included in Admin Cost)			
NONREIMBURSABLE EXPENSES			
<b>TOTAL EXPENSES</b>	\$	\$	\$
TOTAL ADMINISTRATIVE COSTS <i>(included in section above; within 15% of reimbursable costs)</i>	\$	\$	\$
DAYS OF OPERATION			

COMMENTS: Attach an additional sheet to further explain information contained in this report.

CERTIFICATION-- I hereby certify that, to the best of my knowledge and belief, the information in this report is accurate and complete.	SIGNATURE OF AGENCY <i>(Original signature only)</i>	TELEPHONE (     ) EXT.	DATE
AGENCY FISCAL CONTACT	TITLE	TELEPHONE (     ) EXT.	DATE

**Contractors Required to File This Report:** Child Care and Development contractors operating migrant programs. Use this form to report only Migrant Special Services expenses. Do not include these costs on the regular reported program expenditures on form CDFS 9500.

**Report Deadlines:** Reports must be submitted in accordance with the Child Care and Development contract Funding Terms and Conditions (FT & C) and Program Requirements. Monthly reporting is required by contractors who are on Conditional or Provisional status. All other contractors shall submit reports according to the timelines listed below:

<u>Period Ending</u>	<u>DUE to be RECEIVED in CDFS (NOT POSTMARKED)</u>
September 30	October 20
December 31	January 20
March 31	April 20
June 30	July 20

**To be valid, a report must be complete and signed. (Please note that only original signatures are acceptable.) Invalid reports or reports not received in the Child Development Fiscal Services Unit by the 20<sup>th</sup> of the month following the end of the reporting period will be deemed delinquent and all subsequent apportionments will be withheld until reporting requirements have been met.**

**How This Report is Filed:** The submission of the report is the responsibility of the contractor. The principal administrative officer may delegate responsibility for completion of the report to staff members, but the agency's Board is responsible for the accurate and timely completion of the report. The agency designee **must sign** the report, and it must be **received** by the Child Development Fiscal Services Unit on or before the due date.

### **INSTRUCTIONS**

Use only Columns B and C for the first report of the fiscal year. Column A remains blank. Beginning with the second report, Column C of the previous report is entered in Column A. Adjustments should be made in Column A and reasons for the adjustments stated in the Comments Section or on a separate sheet of paper. **DO NOT USE NEGATIVE FIGURES IN ANY OF THE COLUMNS.** Column B must show the total for the current reporting period only. Column C is the total of Columns A and B.

**SECTION I – REVENUE:** Report all revenue for the program. Do not report Child Development contract payments received from the California Department of Education.

**RESTRICTED INCOME FOR OPERATING COSTS** – Report income received when the donor restricts the use of the funds for goods, services, or other operating costs reimbursable by the California Department of Education in the current program year.

**INTEREST EARNED ON CHILD DEVELOPMENT CONTRACT PAYMENTS** – Report only interest earned on payments advanced for this contract. Interest earned on non-contract funds should be reported under "Other Income."

**SECTION II - EXPENSES:** Report all expenses for Migrant Special Services.

**Title 5, Section 18063 regulations require that "Contractors shall report all expenditures on an accrual basis."** Report costs as they occur rather than when they are actually paid.

**REIMBURSABLE EXPENSES** – Report all reimbursable expenses for the program. Include accrued liabilities (but not encumbrances).

**INDIRECT COSTS** – Compute this amount only if you have a written cost allocation plan and only if the indirect cost directly benefits the child development program. Indicate indirect cost rate used. Note that an indirect cost rate may only be applied against reimbursable expenses in budget categories 1000-5000; refer to the FT & C. Rates are subject to audit verification.

**NONREIMBURSABLE EXPENSES** – Report all nonreimbursable expenses (see the FT & C) for the program. Include accrued nonreimbursable liabilities (but not encumbrances).

**ADMINISTRATIVE COST** – Costs not related to the direct provision of services to children. For example, administrative costs would include such things as the cost of the position (or portion of a position) responsible for personnel management, budgeting and/or accounting; the cost of the position (or portion of a position) responsible for completion of the annual contract renewal certification; and the costs (including indirect costs) related to these positions.

**Comments:** Provide any information that will assist in understanding unusual circumstances which are reflected in your report, and any changes made to cumulative prior period data.

When a correction is necessary, an amended report is not required (except for the June final). Adjustments should be made by reporting the corrected figures in Column A (prior period) of the next report to be filed. **DO NOT USE NEGATIVE FIGURES IN ANY OF THE COLUMNS.** Note in the Comments section that the data in Column A reflect changes from prior reports, so it will be clear that the current data are correct and not a mistake in copying the data from Column C of the prior report. When an amended report is submitted, all pages are required (including an original signature).